Approved For Release 2001/07/25: \$ 2470237-003848000500090024-4 Leveral Counsel

EYES ONLY

2 August 1951

MEMORINDEN FOR: Deputy Director/Administration

TOOT

Assistant Director/Personnel

SUBJECT:

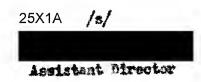
Removal of Incompetent and Unsuitable Personnel.

Le At a staff meeting on 13 June 1951, the Director requested a listing of unsuitable and incompetent personnel. These lists containing 72 mapes were given you, and you in turn, passed them to me. The recommendations of the Assistant Directors ranged from immediate outright disminual to termination on a planned replacement schedule basis.

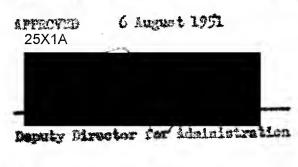
- 2. We have, of course, all the authority mocessary, under Section 102 (C) of the National Security Act of 1917, to remove any or all of these peo le with a minimum of dolay.
- 3. I do not question the current appraisal on these onployees by the Assistant Directors. However, in reviewing their personnel folders, we find that a majority of these enployees have been receiving recognition of above average performance, either through actual promotion to more responsible jobs or their mithin-grade raises, in which latter case, line supervisors must cortify that the employer's work is entisfactory.
- L. It is my plan to install as rapidly as possible a performance rating system, dudor this pregros, supervisory personnel would be systematically sequeinted with their ob-lightion for keeping employees informed as to job requirements as well as the adequacy of their performance. This reting progress contemplates also formal notification to a person whose work is substantially deficient that he is liable to be terminated unless improvement in performance is made during a specified trial period of not less than minetydays. This general procedure is in barrachy with current public policy, stated in the Performance Bating Act of 1950, the provisions of which extend to this Agency.
- 5. In view of the fact that the records of these 72 coplayees generally fall far short of substantiating termination. I feel that, except in flagrant cases, any sugarry action we take would be incommistant with the best interests of the Agency. If we handle these dissipate without worning

to the individual involved we will undoubtedly get an adverse reaction throughout the general body of Agency employees.

- 6. Bather than use suggesting the authority which we have to separate these 72 employees, I propose that the Assistant Directors concerned notify in writing each person whose removal is proposed. This letter should inform the employee of his failure to meet required standards of performance and that unless substantial progress is made to overcome deficiencies, it would be our intention to terminate his services. The letter should be specific in outlining the employee's short-comings and suggesting improvements.
- Assistant Director, as indicated in paragraph 2 above, or on any other basis, in order that we can make possible reassignments if such action is appropriate, it is requested that the Personnel Office be advised as to each such case.



To: All Assistant Directors and Administrative Office Chiefs



ec: ADD/A (G)